

**641—186.6 (135A) Meetings.** The council and committee shall each hold a meeting at least quarterly. Notice of routine meetings and agenda should be made available to the members a minimum of five working days prior to the meeting.

**186.6(1)** Persons wishing to submit materials for consideration by the council or committee should submit the materials electronically to the department at least 14 days in advance of the scheduled meeting to ensure that members have adequate time to review the materials.

**186.6(2)** Persons wishing to make a presentation to the council or committee shall submit the request to the department not less than 14 days prior to the meeting. Presentations upon matters appearing on the agenda may be made either at the discretion of the chairperson or the department.

**186.6(3)** All meetings are open to the public in accordance with the open meetings law, Iowa Code chapter 21.

**186.6(4)** The council or committee may conduct a meeting by electronic means pursuant to Iowa Code section 21.8.

**186.6(5)** A simple majority of appointed members shall be considered a quorum.

**186.6(6)** Any member or member's designee who is unable to attend a meeting shall notify the department at least 24 hours prior to the start of a regularly scheduled meeting; a meeting may be canceled if a quorum will not be present.

**186.6(7)** When a quorum is present, a position is carried by affirmative vote of the majority of those present.

**186.6(8) Minutes.** Minutes of all meetings showing the date, time, place, members present, members absent, and the general topics discussed shall be kept. The minutes shall reflect the actions agreed upon by the members for topics requiring the members' input or consensus.